

1800 - PARKING DIRECTOR

NATURE OF WORK

This is a highly responsible management and administrative position in the planning and organization of the Municipal Parking System. The incumbent's primary responsibility consists of providing and maintaining the maximum number of parking spaces for citizens and visitors in the most cost effective manner.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Develops the Department budget; has full responsibility for the implementation, revision, and compliance review of the Department's budget.

Authorizes purchases and expenditures of the Department.

Oversees daily activities of Department personnel.

Oversees contract personnel, and Department contracts and bid awards.

Reviews and authorizes Department's payroll.

Performs employee performance evaluations, and reviews evaluations performed by subordinate staff.

Coordinates City's parking needs with other governmental agencies.

Conducts feasibility studies to determine the need for additional parking facilities, rate changes or adjustments, and the development of new residential parking programs and monthly parking programs.

Reviews daily collection records and prepares monthly reports of revenues and expenses to the Mayor and City Commission.

Develops Department policies and procedures.

Reviews City Ordinances to insure that they comply with State and County legislation; prepares Ordinances and Resolutions for enactment by City Commission; and attends City Commission meetings and makes presentations and reports to the Commission.

Addresses City Manager requests and Mayor and City Commission requests.

Attends Community meetings, and works with Community groups as the City's representative of the Parking Department.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the principles and practices of public and business administration; management by objectives; zero-based budget preparation, justification, monitoring and analysis; supervisory principles and practices; and employee motivation principles and techniques.

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Considerable knowledge of principles and practices of the parking industry.

Knowledge of revenue control systems and parking technology; Municipal, County, State and Federal Parking legislation; and collective bargaining agreements.

Ability to interpret parking legislation as it relates to the City of Miami Beach; read and interpret surveys, plans and construction documents; balance demand with limited resources in providing effective, efficient, and economical services to parking patrons and residents; work with the residents and constituent groups of the City of Miami Beach to develop new programs, policies and procedures in an effort to maintain a priority level of customer service and satisfaction; prepare and present clear and concise administrative and technical reports; maintain current information on recent trends and developments in the parking industry; supervise, plan, direct, train, and coordinate the work of professional, technical, and clerical employees in the implementation of internal controls and operational policies and procedures in a manner conducive to full performance and high morale; identify problem areas, analyze and recommend solutions regarding the efficiency and effectiveness of department operations; disseminate effective advice regarding the identification of problem areas and the formulation, implementation and attainment of organizational and department goals and objectives in a manner which maximizes efficiency and effective utilization of resources; communicate clearly and concisely, both verbally and in writing to individuals and to groups; establish and maintain effective working relationships with City officials, employees, professional associations, vendors, and the general public.

MINIMUM REQUIREMENTS

Five (5) years of responsible full-time verifiable administrative/managerial experience with operational field/technical experience in a large municipal parking or equivalent system with both on-street and off-street facilities. Must have demonstrated financial skills, including revenue control. **DESIRES:** Graduation from an accredited college or university with a Bachelor's degree in Business/Public Administration or related field. Additional parking system experience may substitute for education on a year-for year basis. Experience in the following areas: on-street and off-street parking, capital development, construction management, and facilities security and liability; relationship with transit, residential parking, community involvement and fiscal control; and public/private joint ventures.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting,

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standing, pushing, or pulling.

SUPERVISION RECEIVED

General direction is received from an Assistant City Manager. Work is performed with little direct supervision and with extensive latitude for the use of independent judgment. Performance is evaluated for adherence to City policies and procedures, and attainment of desired goals and objectives through personal conferences and review of reports of Department operations.

SUPERVISION EXERCISED

Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations.

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